



County of Los Angeles **CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

September 8, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

ELECTRONIC DOCUMENTS

On March 4, 2003, your Board instructed my Office to: 1) review and revise the distribution methods of all interdepartmental correspondence to substantially reduce the paper consumption and overhead costs associated with the copying and delivery system currently in place; 2) issue instructions to all Department/District Heads to investigate ways they can better utilize e-mail and the Internet to distribute County information where appropriate; and 3) report back to the Board with recommendations for eliminating any periodic Board reports that may have outlived their usefulness.

To date, we have been reporting the status of this Board order in conjunction with a February 18, 2003 Board order concerning records management, including electronic storage. Our most recent status report on the wider effort was issued on August 27, 2003. However, we believe we can initiate a pilot with respect to a component of the March 4 Board instruction sooner.

The motion specifically cited utilizing technology through e-mail and Internet infrastructure to transmit Board agendas and Board Statements of Proceedings (SOPs) from the Executive Officer of the Board, and State and Federal legislative updates from this Office. Therefore, as a preliminary measure to migrate towards electronic document management, my Office is recommending a pilot project to transmit, or make available, those aforementioned documents to Board offices in electronic format, as follows:

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- An electronic copy of your Board's meeting agenda is currently available on Wednesday evenings after finalization at: <http://bos.co.la.ca.us/Categories/Agenda/AgendaHome.htm>. The Green Sheet is available at the above site on Friday evenings. Links to supporting documents are also included. Effective with the August 26, 2003 agenda, a "pdf" version (without links) was also posted to the website for printing purposes. As a courtesy, when the Board's agenda becomes available online, the Executive Office can e-mail to interested Board staff a notification which will include a link to that agenda.
- The SOPs can be accessed within five business days after the last Board meeting at: <http://search.co.la.ca.us/bossop/>. Links to the audio, video, and transcript versions of the meeting are included. In addition, SOPs from 1985 to the present are available for searching at this site.
- The State and Federal Legislative Updates will be available via e-mail with a "pdf" link by the CAO-Intergovernmental Relations Branch.

We are requesting each Board office to complete the attached forms indicating preferences regarding hard copy and electronic transmittal/access with respect to these documents. Completed forms should be submitted to my Office by **Wednesday, September 24, 2003**, to the attention of:

Dorothea Park
Office of Unincorporated Area Services and Special Projects
723 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012
(213) 974-1319
dpark@cao.co.la.ca.us

Based on your responses, as of October 1, 2003, those individuals that prefer electronic transmittals or access will no longer receive hard copies of the Board agendas, SOPs, or the State and Federal Legislative Updates.

In terms of addressing a Countywide electronic correspondence distribution system, my Office is working with the Chief Information Office (CIO) who is also addressing this issue as a result of an August 6, 2002 Board instruction directing their office, the Director of Personnel and the Registrar-Recorder/County Clerk to review and report back on more efficient models for e-documenting County projects. My Office and the CIO have conducted Countywide surveys to canvass departments on their electronic capabilities.

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The CIO has solicited for consultant bids to review both CAO and CIO survey results and to assist the County in reviewing appropriate Electronic Document Management Systems (EDMS) that would serve the complex workflow of the County. The CIO anticipates that the consultant will begin this effort in September 2003.

If you have any questions, please let me know, or your staff may contact Robin Guerrero at (213) 974-1747 for questions related to the Board Agendas or SOPS, or Marshall Langberg at (213) 974-1114 for questions related to the State and Federal Legislative Updates. Questions regarding the pilot can be directed to Ms. Park of my staff.

DEJ:LS:
MKZ:DSP:os

Attachment

c: Executive Officer, Board of Supervisors
County Counsel
Chief Information Officer
Director of Personnel
Registrar-Recorder/County Clerk

BOARD OFFICE DOCUMENT DISTRIBUTION

District: _____

Document BOARD OF SUPERVISORS AGENDAS

Note: *This form is only for staff desiring an e-mail notification or hard copy version of Agendas; staff planning to access Agendas via the Internet need not be listed.*

Recipient (Name/Title)	Telephone Number	E-Mail Notice (✓)	Hard Copy (✓)	Address for Hard Copy (if applicable)	E-Mail Address

District: _____

Document: BOARD OF SUPERVISORS MEETINGS - STATEMENTS OF PROCEEDINGS

Note: This form is only for staff desiring hard copy versions of Statements of Proceedings; staff planning to access Statements of Proceedings via the Internet need not be listed.

Recipient (Name/Title)	Telephone Number	Address for Hard Copy	E-Mail Address

District: _____

Document: **STATE LEGISLATIVE UPDATES**

Recipient (Name/Title)	Telephone Number	E-Mail Version (✓)	Hard Copy (✓)	Address for Hard Copy (if applicable)	E-Mail Address

District: _____

Document: **FEDERAL LEGISLATIVE UPDATES**

Recipient (Name/Title)	Telephone Number	E-Mail Version (✓)	Hard Copy (✓)	Address for Hard Copy (if applicable)	E-Mail Address